

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

April 16, 2009

**SUBJECT:** DETECTIVE SUPERVISOR TRAINING ACKNOWLEDGEMENT,  
FORM 01.55.00 - REVISED

**PURPOSE:** The Department has mandated that employees who are assigned to supervisory positions shall complete supervisory training prior to performing the duties and responsibilities of a supervisor. Therefore, detective supervisors who transfer, due to paygrade advancement (upgrade) or lateral transfer to the rank of Detective II or Detective III shall not perform supervisory duties or functions until they have successfully completed a minimum 80-hour Peace Officer Standards and Training (POST) certified supervisory course, which includes Basic Supervisory School or Detective Supervisory Course.

The *Detective Supervisor Training Acknowledgement (DSTA)*, Form 01.55.00, is revised to document whether detective supervisors have completed the required supervisory training upon transfer to a detective supervisor position or upon completion of the requisite training at a later date.

**PROCEDURE:** The completion and submission of the DSTA is now required by Position Control, Personnel Division, prior to the employee's respective upgrade or lateral transfer to a detective supervisory position or upon completion of the requisite training at a later date. Personnel selected for a detective supervisor position shall not assume the role of a supervisor until the completion of required supervisory training.

**I. DETECTIVE SUPERVISORY TRAINING ACKNOWLEDGEMENT,  
FORM 01.55.00 - REVISED.** The Detective Supervisory Training Acknowledgement is hereby revised.

**A. Use of the Form.** This form is used by commanding officers to document whether any Detective II or Detective III has successfully completed a minimum 80-hour POST certified supervisory course and to document the date training was completed. In addition, the use of this form is now required upon the transfer, paygrade advancement or lateral transfer, of a detective supervisor. It is also used to document the requisite training if completed at a later date.

**B. Completion.** Completion of the form is self-explanatory. The form shall be completed and

submitted with original Transfer and/or Change in Paygrade, Form 01.40.00, or upon completion of the requisite training at a later date.

**C. Distribution.**

- 1 - Original, shall be retained in the employee's Division Employee Folder.
- 1 - Copy, Position Control, Personnel Group.
- 1 - Copy, Detective Training Unit, Training Division.
- 3 - Total

**II. COMMANDING OFFICER'S RESPONSIBILITIES.** The commanding officer shall have the following responsibilities:

- A.** When an employee is transferred, due to paygrade advancement or lateral transfer, to a detective supervisor position and the training has been completed, the commanding officer shall:
  - \* Ensure a copy of the completed DSTA, along with a signed original Transfer and/or Change in Paygrade form is forwarded to Position Control without delay;

**Note:** Position Control will no longer accept the Transfer and/or Change in Paygrade form for personnel promoted to a detective supervisor position, without a copy of the completed DSTA.

  - \* Maintain a signed original DSTA along with a copy of the Basic Supervisory School or Detective Supervisory Course completion certificate in the employee's Division Employee Folder; and,
  - \* Forward a copy of the completed DSTA to the Detective Training Unit, Training Division, without delay.
- B.** When an employee is transferred, due to paygrade advancement or lateral transfer to a detective supervisor position and the training has not been

completed, the commanding officer shall:

- \* Ensure a copy of the completed DSTA, along with a signed original Transfer and/or Change in Paygrade form, is forwarded to Position Control without delay;

**Note:** Position Control will no longer accept the Transfer and/or Change in Paygrade form for personnel promoted to a detective supervisor position, without a copy of the completed DSTA.

- \* Assign to non-supervisory duties until training is completed;
- \* Notify the Area/division Training Coordinator to schedule for supervisory training any detective supervisor who has not completed the requisite training;
- \* Upon completion of training, have DSTA completed and include documentation of assignment to non-supervisory activity; and,
- \* Maintain a signed original DSTA in the employee's Division Employee Folder and submit a copy to Detective Training Unit, Training Division, within 10 days of training completion.

**FORM AVAILABILITY:** The DSTA is available in LAPD Forms on the Department Local Area Network.

**AMENDMENT:** This Order amends Sections 3/763.07 and 5/01.55.00 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON  
Chief of Police

DISTRIBUTION "B"

Attachment

**Los Angeles Police Department**  
**DETECTIVE SUPERVISOR TRAINING ACKNOWLEDGMENT**

The Department mandates that officers transferred (lateral or upgrade) to a supervisory position must be provided training to perform the duties and responsibilities of such positions. **Detective II and Detective III positions are supervisory level assignments. Accordingly, personnel assigned to detective supervisor positions shall not perform any supervisory functions until they have successfully completed a minimum 80-hour POST certified supervisor course (Basic Supervisory School or Detective Supervisory Course).** Supervisory functions include directing, guiding, training, and evaluating the work of subordinates. Examples include, but are not limited to, conducting administrative investigations (personnel complaints, uses of force, pursuits, etc.), providing booking approval, approving reports, and coordinating the service of a search warrant. **Exception:** Detectives I and II on-loan to Professional Standards Bureau (PSB) are allowed to conduct personnel complaint investigations under the direction of a PSB Supervisor.

**ACKNOWLEDGMENT OF ASSIGNMENT TO NON-SUPERVISORY DUTIES**

**EMPLOYEE ACKNOWLEDGMENT**

I have not successfully completed a minimum of 80-hour POST certified supervisor course (Basic Supervisory School or Detective Supervisory Course) and will not function in any supervisory capacity until such time that training is complete.

---

Name and Rank (Print)

---

Serial No.

---

Current Assignment (Area, Division, Unit)

---

Signature

---

Date

**COMMANDING OFFICER ACKNOWLEDGMENT**

**I certify that this detective has been placed in a non-supervisory capacity and will not perform any supervisory duties until such time that training is complete.**

---

Commanding Officer's Name (Print)

---

Serial No.

---

Command Assignment

---

Signature

---

Date

**TRAINING COMPLETION VERIFICATION**

I certify that this detective has successfully completed a minimum 80-hour POST certified supervisor course (Basic Supervisory School or Detective Supervisory Course).

---

Course Title

---

Course Dates

---

Commanding Officer's Name (Print)

---

Serial No. Training Certificate

---

Command Assignment

---

Verified Through: TEAMS II Report

---

Signature

---

Date

**IF EMPLOYEE HAS BEEN ASSIGNED IN A DETECTIVE SUPERVISOR POSITION PRIOR TO RECEIVING SUPERVISORY TRAINING, PLEASE COMPLETE THE CHART BELOW.**

I have conducted an audit to confirm that during the Deployment Periods (DPs) listed below this detective supervisor did not conduct any administrative investigations (personnel complaints, uses of force or pursuits, etc.), provided booking approval, approved reports, coordinated the service of search warrants or engaged in any other supervisory activity prior to completing the requisite supervisory training.

DP \_\_\_\_ , 20 \_\_\_\_

---

Commanding Officer's Signature

---

Serial No.

---

Date

**Note:** Please submit this form with Transfer and/or Change in Paygrade, Form 01.40.00 or after completion of training if at later date.